



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	SENIOR ASSISTANT EXECUTIVE CLERK
DEPARTMENT:	Executive Clerk
SALARY RANGE:	\$63,022 - \$97,684
CONTACT	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	September 16, 2014
DEADLINE FOR APPLICATIONS:	September 26, 2014 Applications will NOT be accepted after 11:59 p.m. The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment . All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
VETERANS' PREFERENCE:	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot

claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



UNITED STATES SENATE
OFFICE OF THE SECRETARY

Senior Assistant Executive Clerk

Department: Office of the Senate Executive Clerk

Reports to: Executive Clerk

NATURE OF WORK

This is a position performing professional administrative work in the Executive Clerk's office under the direct supervision of the Executive Clerk. Work is bound by the Secretary of the Senate policy, Senate Manual and specific office policy and procedure, but requires some periodic independent judgment in setting priorities, and handling unusual assignments. Position includes close interaction with personnel from the White House, Department of State, Department of Defense, and other executive branch organizations, Senate Committee and Members' personal office staffs, Leadership and Floor staffs.

This position performs all essential functions of the Executive Clerk's office in the absence of the Executive Clerk.

ESSENTIAL FUNCTIONS

Prepares accurate record of Senate actions occurring daily during executive sessions; reports and tracks floor status of treaties, nominations and/or resolutions in LIS; and formats material, with minimal supervision, for the *Journal of Executive Proceedings of the Senate (Executive Journal)* published for each session of Congress and distributed to repositories nationwide. The *Executive Journal* is the authoritative source of all executive proceedings. The content and formatting are dictated by Senate Rules, office policies and past precedent.

Assists the Executive Clerk in publishing the final version of the *Executive Journal*.

Transmits copies of each message and treaty to committee as directed by the Executive Clerk; and provides the Government Printing Office (GPO) with reports and record-copy detailing executive sessions concerning nominations, executive reports, and treaties for printing in the *Congressional Record* on the day that the documents are received.

Prepares and oversees distribution of the daily Executive Calendar of the Senate; prepares for the Secretary's signature and transmission to the White House all confirmation resolutions for nominations, treaty resolutions of ratification, and resolution of failed confirmations; prepares unanimous consent agreements as needed by Majority Leader staff concerning executive business; and maintains original treaties and nominations in secure files before forwarding to White House or Archives.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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May assist the Assistant Executive Clerk in recording executive communications, presidential messages, petitions and memorials in LIS; prepares written summary for each communication; forwards communications to appropriate committee, as determined by the Parliamentarian; and oversees delivery of documents by Senate pages with signed receipts.

Cross-trains regularly with other positions in the Legislative Department, including monitoring Floor activity to assist Official Reporters of Debate on the Senate Floor.

Demonstrates full knowledge of the Executive Clerk office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills. .

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. This position is tied to the Senate Floor Schedule and requires working extended and unscheduled hours as dictated by the Senate.

REQUIREMENTS: Applicants must address the following:

Work requires a Bachelor's Degree in English, Political Science, History, Civics or related field, and three to five years of legislative administrative experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

MINIMUM QUALIFICATIONS

Preparing the *Executive Journal* for publication means knowledge of English grammar, punctuation, sentence structure, spelling and vocabulary is essential.

Ability to communicate effectively, both orally and in writing.

Ability to edit and proofread with proficiency.

Demonstrated skills in use of appropriate and related computer software, including advanced knowledge of Microsoft Word, Microsoft Outlook, the Legislative Information System, and web searches.

Knowledge of the legislative process, Senate procedures and organization.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded pertaining to executive business and for assisting Official Reporters on the Senate Floor.

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Ability to memorize and recall information easily and accurately.

Demonstrated ability to use tact and diplomacy when dealing with others.

Demonstrated ability to train, lead, manage, and provide guidance to other staff.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Demonstrated ability to recognize Senators by sight and voice.

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

Demonstrated ability to work independently or as part of a team.

Ability to recognize issues and seek technical guidance from the Executive Clerk and provide guidance to other staff.

Demonstrated knowledge of the legislative process as applicable to executive business, Senate procedures, organization and congressional documents/terminology.

Demonstrated knowledge of GPO and *Executive Journal* formats, styles, languages, and processes.

Ability to perform all essential functions of the office in the absence of the Executive Clerk.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.